



We believe in the power of
inspired young people

Privacy Statement for Employment Applicants – YMCA Victoria

Privacy Statement

By submitting your application and/or joining the YMCA Victoria Talent Community, you are agreeing to your personal information being used as outlined in the following statement. If you do not want your information to be used as follows, please do not submit this application or otherwise provide us with your details.

YMCA Victoria consists of The Young Men's Christian Association of Victoria Incorporated ABN 81 174 456 784 and its associated entities. A list of these entities can be found in our privacy policy (available at <https://victoria.ymca.org.au/privacy-policy>).

Please note that your application (and other personal information that we collect during the recruitment process) may also be shared with other YMCA Victoria group entities who:

- are involved in the decision-making process for the role that you have applied for; or
- provide general administrative, IT and other support services for the YMCA Victoria group.

By submitting your application and/or joining the Talent Community, you will be asked to provide personal details, including contact details and application information. If you don't provide any of the information requested, we may not be able to properly consider your application or make an offer for employment.

In addition to the information you provide to us directly (including via this application forms and pre-employment workcover forms), we may also collect information about you from third parties, such as your referees (e.g. previous employers), from government agencies and pre-employment screening providers (e.g. criminal and credit history checks) and academic and professional bodies (e.g. to validate details and currency of qualifications).

The information collected through this form, any notes taken at the interview and any further information collected about you throughout other stages of the recruitment process will be used for the purpose of assessing your suitability for the role that you have applied for.

The information collected through this process may be disclosed to and shared with:

- your referees, agents and emergency contacts;
- other YMCA Victoria group entities and third parties who provide us with administrative, IT and other support services (including data hosting);;
- third party service providers that provide us with recruitment and employment-related services (such as providers of pre-employment screening services);;
- our professional advisors;
- government and law enforcement agencies; and
- other recipients if required or permitted to do so by law.

Some of the service providers we use may store or process data (including personal information) using facilities and personnel that are located outside of Australia, including in countries such as the United States, the European Union and the United Kingdom.

We may also collect demographic information about you, with your consent, for the purposes of our internal diversity and inclusion analysis. This personal information is not used to assess your suitability for employment with us.

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Please be aware that YMCA Victoria requires employees in certain roles to hold current Working with Children Checks. YMCA Victoria also requires National Police Checks. You may be asked to provide evidence of current Working with Children Check and National Police Checks as part of the application and recruitment process, and during the course of your employment (if you are successful).

If you are successful in obtaining a position, your personal information will form part of your employment record and we may also:

- collect further details regarding any health issues or requirements relevant to your role (e.g. pre-existing injuries, allergies, disabilities), so that we can comply with OH&S laws, accommodate any specific health requirements and provide a safe working environment for you;
- collect your banking and superannuation fund details;
- ask you to provide us with your tax file number (TFN). If you choose to provide it, we will collect and use it in accordance with our authorised functions as your employer under the *Taxation Administration Act 1953* (Cth) and other applicable laws (including taxation and superannuation laws). It is not an offence if you choose not to provide your TFN. However, providing your TFN reduces the risk of administrative errors and having extra tax withheld. We are required to withhold the top rate of tax from all payments made to you if you do not provide your TFN or claim an exemption from quoting your TFN;
- collect logs of your usage of our equipment (e.g. phones, computers and vehicles) and access to our premises and systems; and
- collect biometric information about you (e.g. fingerprint) if and to the extent required to provide you with access to any of our premises and equipment that use biometric security measures.

By submitting your application and/or joining the Talent Community, you are consenting to YMCA Victoria collecting and using this information for the purposes as indicated. YMCA Victoria's privacy policy (available at <https://victoria.ymca.org.au/privacy-policy>) explains:

- how you can request to access or correct any personal information YMCA Victoria holds about you;
- how you can lodge a privacy complaint about YMCA Victoria's handling of your personal information; and
- how we will deal with any privacy complaints.

Under the *Privacy Act 1988* (Cth), personal information about a current or former employee may be held, used or disclosed in any way that is directly connected to the employment relationship. We handle employee information (and any information access or correction requests, and any privacy complaints) in accordance with legal requirements and our applicable policies in force from time to time.

If your application is unsuccessful, YMCA Victoria may retain your information and may contact you if a suitable opportunity within the YMCA Victoria group arises within this timeframe. Your information will be accessible to other entities within the YMCA Victoria group so that they can consider you for suitable opportunities. Please advise us if you do not wish to have your information kept on file for this purpose.

If you have any questions about this privacy statement or how we handle your personal information, we can be contacted by email at Vicoffice.Reception@ymca.org.au or by post to YMCA Victoria Privacy 502/990 Whitehorse Rd, Box Hill, Victoria, 3128.

ACKNOWLEDGEMENT AND CONSENT:



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By submitting my application I acknowledge that I have read the above 'Privacy Statement' and I provide my consent for YMCA Victoria to obtain, collect, use and disclose personal information in the manner described above.